

Greg Fischer
Mayor



Virginia Peck
Director

Louisville Metro Community Services and Revitalization

March 6, 2013

Dear Community Partners:

The Louisville Metro Department of Community Services and Revitalization (LMCSR) proudly invites non-profit agencies to apply for Community Development Block (CDBG) grant funds to support homeless services through this Request for Applications.

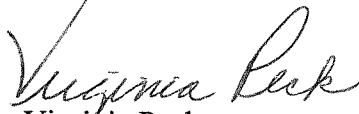
In support of Mayor Fischer's strategic plan, this Request for Applications recognizes that CDBG funding should support:

- *Taking job creation to the next level* for our most vulnerable citizens by creating an employment outcome,
- *Investing in our people and neighborhoods* by ending homelessness for individuals and families and
- *Creating plans for a vibrant future* by using community input to prioritize our CDBG funding according to community needs.

LMCSR's mission is to revitalize Louisville Metro communities by assisting low to moderate income residents of Metro Louisville in need with economic assistance, social services and affordable housing with the goal of making them safe and self-sufficient. Our staff works with Federal, State and other Metro governmental departments, non-profit organizations, private citizens, and local businesses to achieve our goals. LMCSR envisions strategically employing CDBG funding to achieve two of our department goals: working with local citizens and agencies to strengthen families and neighborhoods and helping those in need.

The attached RFA will provide instructions on eligibility for this federal funding and grant requirements, on how to apply and on where to direct any questions during the application process. Thank you for the wonderful work that you do and for applying for CDBG funds to support homeless services.

Sincerely,


Virginia Peck
Director

www.louisvilleky.gov/CSR

Urban Government Center 810 Barret Avenue Louisville, Kentucky 40204

Phone: 502-574-4377 Fax: 502-574-1246

LOUISVILLE METRO GOVERNMENT

COMMUNITY DEVELOPMENT BLOCK GRANTS CDBG SUPPORT FOR HOMELESS SERVICES REQUEST FOR APPLICATIONS



FISCAL YEAR 2014

Application Form and Program Guidelines

CDBG Homeless Services

Community Services and Revitalization

810 Barret Ave

Louisville, KY 40204

I. INTRODUCTION

Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development will be available to non-profits serving Louisville residents to provide a variety of public services that benefit low-moderate income persons. The Louisville Metro Government is issuing a Request for Applications (RFA) for CDBG eligible programs that will provide support for homeless persons during the fiscal year starting July 1, 2013 and ending June 30, 2014.

Louisville Metro is an entitlement community that receives CDBG Funding from the Department of Housing and Urban Development (HUD) based on a population formula. HUD regulations dictate that each activity funded through CDBG must be an eligible activity and meet a national objective. HUD determines what activities are eligible for CDBG funds. Louisville Metro determines which activities will be funded with CDBG through the five-year Consolidated Plan and annual Action Plan process.

LMCSR envisions strategically employing CDBG funding to achieve two of our department goals:

- Working with local citizens and agencies to strengthen families and neighborhoods
- Helping those in need

LMCSR is working to help Louisville become a community with fewer instances of homelessness and shorter instances of homelessness when it does occur. To achieve this vision, LMCSR is prioritizing services that support families who are homeless or at-risk of homelessness. Funding for the salaries of those directly providing the prioritized services are preferred. Operational and programmatic costs should be kept to a minimum.

Funding Priorities:

The priorities for this RFA are supportive services for those who are homeless or at-risk of homelessness, including but not limited to:

- Health services, including mental health services
- Legal advice and support services
- Employment and job training
- Case management attached to shelter or housing
- Payee services

The funding that goes to any one priority will be dependent on the number of applications received, the scoring process, and the availability of funds. Louisville Metro Government reserves the right to change these priorities as deemed necessary. LMCSR has also made it a goal to increase financial empowerment services that are integrated into homeless services.

This RFA also defines outcomes for CDBG sub-recipients:

CDBG FY14 Outcomes	
1.	Clients' mental health crisis will be treated and stabilized
2.	Case management will allow clients to maintain permanent housing for at least 6 months
3.	Clients will achieve employment
4.	Clients will increase their income
5.	Clients in emergency shelter will leave shelter within 30 days
6.	Clients are prevented from entering the shelter system

Programs are asked to state what percentage of clients will meet these outcomes as part of their application.

II. SUBMISSION INFORMATION

A. General Instructions

For funding consideration, proposed projects must meet the general CDBG eligibility requirements identified in Section V. Agencies and organizations responding to this RFA must complete the attached funding application. The application must be typed (not handwritten) with a legible typeface no smaller than 12-point type and should be sequentially numbered from the first page (checklist) to the last page. The application must be limited to 10 pages in length excluding attachments. The original must have signatures in blue ink. Incomplete applications or applications submitted after the published deadline may not be considered. Once submitted, no proposal may be amended, unless the amendment has been requested by the Grantee. Paperclip all documents. One original copy, six (6) paper copies, and one set of attachments must be submitted in sealed envelopes for each application to:

Jennifer Clark
Community Services and Revitalization
810 Barret Ave Room 231
Louisville, KY 40204

Applications must be received by 4:00 on MARCH 25.

Funding decisions will be based on the highest rated proposals that address the RFA criteria. Evaluation and scoring will be performed by a panel of community members appointed by the Mayor and Metro Council. Based on recommendations provided by the RFA review panel, Louisville Metro Government reserves the right to adjust funding amounts requested based on availability of funds or as might be deemed necessary to achieve the best use of the funds. Receipt of an award letter is not a guarantee of funding. Prior funding awards do not guarantee continued or future funding.

Louisville Metro Government, at its sole and absolute discretion, with or without cause, and without liability of any kind to any applicant, reserves the right to accept or reject any and/or all proposals either in whole or in part, waive any informalities or irregularities of any proposals, cancel this RFA at any time and/or take any action in the best interest of the city.

Louisville Metro Government's decisions in all matters regarding this RFA shall be final. The city reserves the right to contact an applicant if additional information is required. Should applicants require additional proposal forms or information regarding the regulations governing the CDBG program, please contact Jennifer Clark at 502-574-1959.

B. RFA Workshop and Technical Assistance

An RFA workshop and technical assistance training is being held on **March 6, 2013 at 10:00AM in room 261.**

III. GENERAL REQUIREMENTS

A. Proposals Binding

All proposals submitted shall be binding for 120 calendar days following the opening.

B. Incurred Expenses

Louisville Metro is not responsible for any expenses which applicant agencies may incur in the preparation and submittal of proposals requested by this RFA, including but not limited to costs associated with travel, accommodations, interviews or presentations of proposals.

C. Contractual Agreement

Agencies approved for funding will be required to sign an agreement with the Louisville Metro Government in order to ensure compliance with CDBG regulations. CDBG funds may not be obligated until the agreement has been accepted and approved by **Louisville Metro Department of Community Services and Revitalization**, and then executed by the appropriate signatories. Funding is disbursed on a reimbursement basis. Costs which will be allowable for reimbursement must be incurred during the fiscal year (July 1, 2013 – June 30, 2014) and may only include items of expenditures allowed by HUD regulations governing the CDBG program, as determined through negotiation of contract with the Louisville Metro Government.

D. Indemnification

Agencies approved for funding must agree to defend, indemnify and hold harmless the Louisville Metro Government, and its respective officers, agents and employees from and against all liability, claims, demands, damages, losses and expenses, including attorneys' fees, original and on appeal, arising out of, or related in any way to the performance of the agreement.

E. Program Monitoring

Applicants approved for funding will be required to maintain and submit adequate information necessary to monitor program accountability and progress in accordance with the terms and conditions of the agreement.

F. Public Records Law

In accordance with statutes KRS 61.870 to 61.884, except as may be provided by other applicable State and Federal Laws, all applicant agencies should be aware that the RFP and the responses thereto are in the public domain and are available for public inspection. Applicant agencies are requested, however, to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. All proposals received in response to this RFA will become the property of Louisville Metro Government and will not be returned. In the event of an award, all documentation produced as part of the contract will become the exclusive property of Louisville Metro Government.

G. Louisville Metro Revenue Commission

Applicants must be in good standing with the Louisville Metro Revenue Commission. To ensure your account is in good standing, contact the Louisville Metro Revenue Commission at 502-574-4857.

H. Notification of Funding

Applicants will be notified no later than **July 1, 2013** of funding recommendations. Reference the draft schedule in Section VII.

IV. GENERAL ELIGIBILITY REQUIREMENTS

A. CDBG Program Objectives

The CDBG program is funded by the U.S. Department of Housing and Urban Development (HUD) to provide communities with resources to address a wide range of unique community development needs, with a focus on the needs of low to moderate income persons and families. CDBG funded activities must meet a national objective for the program: benefit low- and moderate-income persons, prevention or elimination of slums or blight, or address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available. Louisville Metro Government is prioritizing services to serve homeless or those at-risk of homelessness in our community, as described in Section I: The Introduction.

B. CDBG Public Service Activities (24 Code of Federal Regulations [CFR] Part 570.200) are to be funded through this RFA:

Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments identified under § 570.207(b)(4)), homebuyer downpayment assistance, or recreational needs. To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government (through funds raised by the unit or received by the unit from the State in which it is

located) in the 12 calendar months before the submission of the action plan. (An exception to this requirement may be made if HUD determines that any decrease in the level of a service was the result of events not within the control of the unit of general local government.)

More detailed information on the CDBG program can be found at U.S. Department of Housing and Urban Development web site at the following address:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/programs

V. AGENCY ELIGIBILITY CRITERIA

Agencies receiving CDBG funds must meet the following requirements: 1) agency must be a private, non-profit organization with an IRS 501(c)(3) designation; 2) agency must be located in the Louisville Metro area; 3) agency must have been in operation for a minimum of two years in the State of Kentucky; 4) agency must not be debarred or suspended from working on federally assisted projects; and 5) agency must submit a completed Application Cover Checklist and Application; 6) agency must be in good standing with the Louisville Metro Revenue Commission.

VI. CRITERIA FOR EVALUATION OF PROPOSALS AND SCHEDULE

The CDBG RFA review panel will evaluate and score the proposals accepted for review under this RFA. Funding recommendations will be based on the committee's scoring results utilizing the following criteria and scoring:

- Program demonstrates how it will meet eligibility requirements, the national objectives of the program and the goals of LMCSR.
- Agency clearly demonstrates the need for the program
- Agency clearly demonstrates the capacity to carry out program objectives.
- Agency's past performance with federal funds demonstrates compliance and capacity.
- Agency shows creativity in collaboration with other organizations and future sustainability without Metro funds.
- Program budget is clear, detailed, and realistic.
- Agency shows clear outcomes to be measured.

CRITERIA	MAXIMUM POINTS
Organizational Experience and Capacity	20
Statement of Need	15
Project Description	25
Financial Records	15
Budget	25
TOTAL POINTS	100

FY14 CDBG RFA SCHEDULE *	
March 6	Request for Proposals Issued
March 6	Technical Assistance Workshop at 10:00 at 810 Barret Ave. (rm. 261)
March 25	4:00 p.m. deadline for submitting applications. Late applications will not be considered for funding.
March 26 – April 30	Proposal Review, Funding Recommendations
July 1	Applicants are Notified of Funding Awards
July 1	FY14 begins. Contract period from July 1, 2013 – June 30, 2014.

***All dates are subject to change.**

VII. Compliance with Applicable Laws, Rules, and HUD Regulations

Applicants who are awarded funding must act in accordance with the following applicable laws, rules, and regulations for HUD programs:

- **2 CFR Part 25 and Appendix A to Part 170** – Grantee shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Dun and Bradstreet Data Universal Number System (DUNS), the Central Contractor Registration (CCR) database, and the Federal Funding Accountability and Transparency Act (FFATA).
- **24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act**, the regulations issued following Title VI of the 1964 Civil Rights Act and **Section 109** of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin, and religion and administer all programs and activities in a manner to affirmatively further the policies of the Fair Housing Act.
- **24 CFR Part 7 and 41 CFR Part 60**, regulations on equal employment opportunity without regard to race sex, color, religion, age, national origin, and disability in federally assisted construction contracts.
- **24 CFR Part 24**, the regulations that prohibit use of debarred or suspended contractors on federally assisted projects and Drug Free Workplace requirements; issued according to Executive Order 12459.
- **24 CFR Part 49**, regulations on eligibility restrictions for certain resident aliens.
- **24 CFR Part 58**, the regulations prescribing the Environmental Review procedure under the National Environmental Policy Act of 1969.
- **24 CFR Part 84 and OMB Circular A-110**, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Non-Profit Organizations. These regulations include the Conflict of Interest provision under 24 CFR 84.42 and 570 as it applies to procurement.
- **24 CFR Part 87 and Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**, regulations for restrictions on lobbying and required certifications.

- **24 CFR Part 107 and 108**, the regulations issued following Executive Order 11063 and Executive Order 12892 which prohibits discrimination and promotes equal opportunity in housing.
- **24 CFR Part 570**, the regulations governing the Community Development Block Grant funds.
- **36 CFR Part 800**, the regulations outlining the procedures for the protection of historic and cultural properties.
- **Administrative Procedures**, rules issued by the Louisville Metro Government in relation to process and procedures.
- **Age Discrimination Act of 1975 (42 U.S.C. 6101)**, the regulations that prohibit discrimination on the basis of age.
- **Chapters 81 and 84, of the Health and Safety Code**; Title VIII, subtitle D of the Cranston-Gonzalez National Affordable Act of 1990, and 24 CFR Part 50.
- **Clean Air Act (42 U.S.C. 7401) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.)**, regulations and provision that requires compliance with all applicable standards, orders, or regulations issued following the rule.
- **Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)**, the regulations on contracts for construction or repair awarded by subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act.
- **Executive Order 13170**, regulations on increasing opportunities and access for Disadvantaged Businesses.
- **HUD requirements**, all other required reports, circulars, and procedures when applicable.
- **National Affordable Housing Act (NAHA) PL 101-625**.
- **National Flood Insurance Act of 1968, 24 CFR Part 55 under Executive Order 11988**, the regulations for proposed projects and properties located in a floodplain.
- **OMB Circular A-122**, regulations that identify cost principals for nonprofits.
- **OMB Circular A-133**, regulations concerning annual audits.
- **Residential Lead Based Paint Hazard Reduction Act of 1992**, the regulations implemented by 24 CFR Part 35, Subpart B imposes certain requirements on disclosure of lead base paint hazards.
- **Section 3 of the U.S. Housing and Urban Development Act of 1968** providing for economic opportunities for low and very low local residents in connection with assisted projects.
- **Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41**, the regulations that sets forth policies and procedures for the enforcement of standards and requirements for

accessibility for disabled persons. The Architectural Barriers Act of 1968 and the American with Disabilities Act provide additional laws on accessibility and civil rights to individuals with disabilities.

- **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, policies that provide for displacement, relocation assistance, and real property acquisition as defined by 42 U.S.C. 4601 (URA) (42 U.S.C. 4601), and implementing regulations issued by the Department of Transportation at 49 CFR part 24 and section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)).

**LOUISVILLE METRO FISCAL YEAR 2014
CDBG PROGRAM APPLICATION COVER CHECKLIST**

NAME OF APPLICANT

ORGANIZATION: _____

NAME OF PROJECT

TITLE: _____

Please place this checklist on top of your application.

CDBG Application Checklist

- ☐ Checklist – Page _____
- ☐ Agency/Project Information/Certification Cover – Page _____
- ☐ Agency Experience and Capacity – Page _____
- ☐ Statement of Need – Page _____
- ☐ Project Description – Page _____
- ☐ Financial Records – Page _____
- ☐ Budget(s) – Page _____
- ☐ Budget Narrative – Page _____

Appendices

- ☐ Articles Of Incorporation, By-Laws and Organization Chart – Page _____
- ☐ Proof of 501 (C) (3) Nonprofit Status or Proof of Public Housing Agency – Page _____
- ☐ Certification and List of Voluntary Board of Directors and Current Membership – Page _____
- ☐ Written Letters of Collaborative Partnerships, Memorandum of Understanding, etc. – Page _____
- ☐ Most Recent Independent Audit – Page _____
- ☐ Most Recent 990 Forms filed with the IRS – Page _____
- ☐ Other – Please Specify _____
Page _____

FY 2014 CDBG FUNDING APPLICATION

AGENCY INFORMATION

NAME OF ORGANIZATION:

ADDRESS:

MAILING ADDRESS:

PHONE:

FAX:

CONTACT PERSON/TITLE:

E-MAIL ADDRESS:

PHONE:

TAX IDENTIFICATION NUMBER:

YEAR ORGANIZATION WAS INCORPORATED:

PROJECT INFORMATION

PROPOSED PROJECT TITLE:

AMOUNT OF CDBG FUNDING REQUESTED OF
THE LOUISVILLE METRO GOVERNMENT: \$

AMOUNT OF CDBG FUNDING REQUESTED: \$

TOTAL PROJECT COST: \$

PROJECT LOCATION:

CERTIFYING REPRESENTATIVE (Person authorized to sign contract, if approved):

The undersigned applicant certifies that the information in this proposal is true and correct and the governing body of the applicant has duly authorized the document. The applicant certifies that to the best of its knowledge and belief, neither it, nor any person of which has an interest in the applicant's organization, nor any of the applicant's subcontractors, is ineligible to: 1) be awarded contracts by any agency of the United States government or HUD; or, 2) participate in HUD programs pursuant to 24 CFR Part 24. This certification is a material representation of fact upon which reliance is placed when making award. If it is later determined that the applicant knowingly rendered an erroneous certification, the contract may be terminated for default, and the applicant may be debarred or suspended from participation in HUD and other federal programs administered by the Louisville Metro Government. Additionally, the applicant certifies that it has read, understands, and agrees to comply with all federal regulations, including but not limited to 24 CFR Part 570.

NAME: <i>(Please Print)</i>	<i>(Signature – in blue ink please)</i>
TITLE:	DATE SIGNED:

I. Organizational Experience and Capacity**20 Points**

Describe the nature, purpose and qualifications of applicant agency. Include the following:

- a. Summarize the applicant agency's organizational background and experience.
- b. Provide evidence of demonstrated ability to perform to the requirements of federal regulations, i.e. federally funded program experience, (e.g., monitoring reports received in the past two years from local, State or Federal funding agencies.)
- c. Describe current collaborations with other agencies that serve the homeless. Provide written letters of collaborative partnerships, memorandum of understanding, etc.
- d. Provide qualifications and resumes of the project manager. Include resumes, pay scales, and job descriptions for CDBG-funded positions.
- e. Does the agency have fidelity bond/employee dishonesty coverage for principles on staff who manages the organization's accounts? If so, in what amount and with which insurance agency?
- f. Provide a copy of Articles of Incorporation, By-laws, and Organizational Chart.
- g. Provide verification of 2-year non-profit status – 501 (c)(3) IRS Tax Exemption letter.
- h. Provide certification and list of voluntary Board of Directors and current membership, showing names, addresses, titles and daytime phone numbers.
- i. Provide a brief assessment of the goals, objectives and outcomes of the agency's most recent CDBG-funded agreement. If any CDBG funds were unexpended at contract's end, please state the amount with an explanation of why this occurred.

II. Statement of Need**15 Points**

- a. Identify and describe existing and projected needs to be addressed by the project. Include a current report of waiting list numbers for each type of program your agency provides for CDBG-eligible persons.
- b. Describe methods and data sources used to identify and verify the need for this project.

III. Project Description**25 Points**

- a. Identify the specific CDBG eligible priority (ies) proposed and how these activities will meet the vision described in Section I. (the Introduction.)
- b. Describe the program's target population. State the number of people that will be served and the number of households if you are serving households. Describe how the program

will track and meet the following outcomes. Choose the outcomes applicable to your program. Give a percentage of your clients that will meet that outcome.

CDBG FY14 Outcomes	
1.	Clients' mental health crisis will be treated and stabilized
2.	Case management will allow clients to maintain permanent housing for at least 6 months
3.	Clients will achieve employment
4.	Clients will increase their income
5.	Clients in emergency shelter will leave shelter within 30 days or less
6.	Clients are prevented from entering the shelter system

- c. Describe planned community outreach efforts and how clients will be referred to the program.
- d. If you will be implementing a plan to provide financial empowerment services, please describe that plan.
- e. Describe both current and proposed roles and responsibilities shared in collaborative partnerships with other agencies that serve homeless persons.

IV. Financial Records

15 Points

- a. Attach one copy of the most recent independent audit prepared by an actively licensed certified public accountant with the original application.
- b. Also, provide copies of the two most recent Form 990s that have been filed with the Internal Revenue Service.
- c. Provide a summary of procedures for procurement and purchasing.

V. Budget and Budget Narrative

25 Points

- a. Complete the CDBG Budget Attachment, which includes a line item budget and a key personnel form.
- b. Provide a Budget Narrative that shows a clear rationale and justification for the funding request. The narrative should support the proposed budget against measurable units of services to be delivered in response to the statement of need.
- c. Describe how the program/project would continue in the long-term, with or without CDBG funding support.

